



## **FY2020 FIRST DRAFT BUDGET**

### **OPERATING BUDGET**

### **EXPENSE HIGHLIGHTS: ONGOING PROGRAMS**

#### **Personnel, Department Services**

*(28 full-time employees including 2 contract employees)*

- **Salaries**—the Bureau of Labor Statistics' (BLS) consumer price index for urban wage earners in the Washington/Baltimore area for 2018 has not yet been released. This index is the marker used by the Board in determining the cost-of-living adjustment (COLA) for the next fiscal year. Pending issuance of this information, a 2% COLA has been reflected for all personnel salaries, including contract employees, and a 4% performance/merit increase has been reflected for all eligible employees (see the personnel-related information located behind Tab 5). All other salary-impacted line items have been adjusted accordingly (e.g., disability insurance, FICA, pension contributions, etc.). The actual COLA as released by BLS should be reflected in the draft budget presented for the Board's Public Hearing in March. Increases in salary also impact per department line items such as: Overtime, FICA, Sick Leave, Life & Disability Insurance and Pension Contributions.
- **Health Insurance**—the Village participates in the Montgomery County Health Insurance Program to take advantage of their sizeable group, which affords us access to lower premiums and richer benefits than the Village can obtain on its own. The county's benefit policies renew January 1 of each year, which requires us to budget for mid-fiscal year changes. Rates increased about 7% in 2018 and an additional 7% enterprise-wide increase has been budgeted for FY2020.

#### **Operations, Department Services**

- Village-wide operation expenses are up 11.5% (excludes the health insurance correction for police; see page 3-3 for explanation) in the draft FY2020 budget when compared to the FY2019 original draft budget. This includes a \$15,000 expenditure to replant some public right-of-way areas (see page 3-19 for more information).
- **Office Phone Usage**—We continue to investigate a potential change in phone service provider in order to increase service reliability and we anticipate a resulting increase in our monthly expenses related to phone usage. An additional \$4,000 was budgeted in FY2019 and has been held in the draft budget for FY2020.

#### **CHEVY CHASE VILLAGE**

5906 Connecticut Avenue  
Chevy Chase, Maryland 20815

Phone (301) 654-7300

Fax (301) 907-9721

ccv@montgomerycountymd.gov

www.chevychasevillagemd.gov

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**General Funds and SafeSpeed Budgets  
Proposed FY 2020**

<b>I. Revenue</b>	<b>FY2020</b>
Income Tax	2,200,000
Property Tax	991,667
Investments & Misc. Income	103,000
Cost Recoveries/Grants	450,834
<i>SafeSpeed</i> Citation Revenue	<u>825,005</u>
<b>Total Revenue</b>	<b>4,570,506</b>

**II. Costs**

<b>A. On-going Program</b>	<b>Personnel</b>	<b>Operations</b>	<b>Total</b>
<u>Department Services</u>			
Police	1,577,774	434,050	2,011,824
Communications	366,161	25,220	391,381
Public Works	636,851	394,260	1,031,111
General Government	688,530	156,890	845,420
Professional Services	0	100,000	100,000
<u>Facilities, Fleet, &amp; Infrastructure</u>			
Village Hall		105,821	105,821
Parks, Trees, & Greenspaces		229,988	229,988
Lights		40,000	40,000
<b>Subtotal</b>	<b>3,269,316</b>	<b>1,486,229</b>	<b>4,755,545</b>

**Surplus/Deficit** **(185,039)**

**B. Capital Projects**

Equipment

Public Safety Technology	20,000
Police Cruisers	108,000

Projects

Sidewalk Maintenance	3,500
Street Maintenance	50,000
Streetlight Upgrade	10,000
Municipal Storm Drain System	100,000

**Subtotal** **291,500**

**Total Costs** **5,047,045**

**III. Budgeted Deficit/Draw on Reserves/Surplus** **(476,539)**



## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: POLICE

*Specific areas of note within the draft budget.*

#### **Police, Personnel**

*(12 total full-time employees: 11 sworn (incl. 1 contract employee), 1 civilian)*

- Personnel expenses remain flat beyond salaries and benefits (see pages labeled 3-1).
- **Health Insurance**—the FY2019 health insurance budget for police was input incorrectly last year. Although the estimate reflected on the personnel compensation breakdown spreadsheet was correct, this number was not transferred correctly to the budget. The budget line item for FY2019 is \$102,608, which should have been \$142,608.

Additionally, there were new plan participants and changes in plan selections that will exceed our budget in the current fiscal year by approximately 40%. As a result, the FY2020 budget reflects an increase well above the 7% applied to all other departments to account for this correction.

- **Life Insurance**—for the past two years we have been waiting for the county's human resource billing office to account for the Village's 100% coverage of base life insurance benefits for our active employees who are county retirees. We currently have three employees (one in police and two in communications) who fall into this category. Last year, the county finally secured a billing procedure to account for this, which, coupled with general salary increases department-wide, will result in a \$1,490 increase for FY2020.

#### **Police, Operations**

- **Police Ammunition**—as a risk management effort, Chief Fitzgerald has identified the need to increase training for select officers prior to their annual qualifying. In support of this additional training, this line item has been increased \$1,000. We anticipate this being a two year increase, returning to the FY2019 level (\$3,000) in FY2022.
- No major operational changes are budgeted and expenses are expected to remain relatively flat.

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Highlights—Police

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

			FY'17		FY'18		FY'19		FY'20	
Police Department			Actuals	Actuals	Actuals	Actuals	Budgeted	Budgeted	Proposed	Proposed
			Line Items	Subtotals	Line Items	Subtotals	Line Items	Subtotals	Line Items	Subtotals
Personnel:										
	Payroll			983,275		1,027,237		1,067,654		1,147,039
		Salaries	974,879		1,022,509		1,055,654		1,135,039	
		Overtime	8,396		4,728		12,000		12,000	
	Employer Obligations			85,749		92,920		109,981		113,831
		FICA-Employer	71,284		74,726		83,181		86,831	
		Unemployment Insurance	1,948		1,639		6,800		6,800	
		Workers' Compensation	12,517		16,555		20,000		20,000	
	Employee Benefits			211,895		226,872		235,818		311,354
		Sick Leave	10,023		7,906		9,000		11,000	
		Health/Dental/Vision Insurance	87,868		102,954		102,608		167,794	
		Life & Disability Insurance	11,151		11,360		13,510		15,000	
		Pension Contributions	101,407		103,065		107,850		114,710	
		Employee Relations	1,446		1,587		2,850		2,850	
	Organizational Development			3,259		3,772		5,750		5,750
		Conferences	1,003		1,682		3,000		3,000	
		Dues & Subscriptions	1,546		1,360		1,000		1,000	
		Employee Recruiting	0		730		1,000		1,000	
		Program Accreditation	0		0		0		0	
		Seminars & Training	710		0		750		750	
		Subtotal	1,284,178	1,284,178	1,350,801	1,350,801	1,419,203	1,419,203	1,577,774	1,577,774

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

Operations			FY'17		FY'18		FY'19		FY'20
	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Proposed</i>	<i>Proposed</i>	
	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>	
Communications		8,650		9,044		11,050		11,050	
Internet Access	539		450		550		550		
Office Phone Usage	2,936		3,998		5,000		5,000		
Cell Phone Usage	1,136		1,135		1,500		1,500		
CJIS Logins	798		700		1,100		1,100		
MDT Wireless Service	3,241		2,761		2,900		2,900		
General		10,618		11,773		14,550		14,550	
Books & Publications	0		0		100		100		
Reimbursements: Mileage/Other	206		526		350		350		
Printing	0		320		600		600		
Uniforms: Cleaning	3,448		3,630		4,300		4,300		
Uniforms: Cloth	1,239		5,711		3,800		3,800		
Uniforms: Equipment	5,725		1,586		5,400		5,400		
Insurance		10,500		10,339		11,000		11,000	
Police Liability Insurance	6,500		5,884		6,500		6,500		
Police Vehicle Insurance	4,000		4,455		4,500		4,500		
Insurance Deductible	0		0		0		0		
Professional Services		0		500		500		500	
Public Safety(Legal)	0		0		0		0		
Medicals & Physicals	0		452		500		500		

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

Service Contracts		635,390		475,092		355,700		355,700
Police Copier Service	2,544		2,065		2,700		2,700	
Police Svc Cnt (Radios/Lasers)	0		0		1,000		1,000	
Gun Range	0		2,200		2,000		2,000	
Contractor Processing	632,846		470,827		350,000		350,000	
Supplies		6,917		9,943		12,050		13,050
Police Office Supplies	3,534		4,521		5,000		5,000	
Small Tools & Supplies	191		383		550		550	
Police Ammunition	1,570		1,528		3,000		4,000	
Street Signage	1,622		3,511		3,500		3,500	
Vehicle Operations		18,384		20,036		23,000		23,000
Fuel	8,968		10,634		13,000		13,000	
Maintenance	0		0		2,500		2,500	
Repairs	9,416		9,402		7,500		7,500	
Equipment M&R		1,407		735		1,500		1,500
Equipment Repair & Maintenance	592		375		1,000		1,000	
Office Equipment & Furniture	815		360		500		500	
Computer & Technical Support		1,130		690		3,700		3,700
Software Upgrades	0		0		200		200	
Hardware Systems	1,045		410		1,000		1,000	
Installations & Setup & Peripherals	85		280		500		500	
SW/Hardware New Sys/Apps	0		0		2,000		2,000	
Subtotal	692,996	692,996	538,104	538,152	433,050	433,050	434,050	434,050
<b>Total Police</b>	<b>1,977,174</b>	<b>1,977,174</b>	<b>1,888,905</b>	<b>1,888,953</b>	<b>1,852,253</b>	<b>1,852,253</b>	<b>2,011,824</b>	<b>2,011,824</b>



## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: COMMUNICATIONS

*Specific areas of note within the draft budget.*

#### **Communications, Personnel**

*(5 full-time employees)*

- Aside from the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.
- **Health/Dental/Vision Insurance**—has been adjusted to reflect actuals. We have two individuals within the department who do not participate in the Village's insurance program through the county because they maintain coverage from prior employers. This has reduced the Village cost by \$12,480.
- As noted for Police Personnel, **Life Insurance** has increased to represent our coverage of two Communications Clerks who are county retirees.

#### **Communications, Operations**

- **RMS/CAD/Mobile Software**—our records management system provider has increased its annual maintenance fee. The budget line item has been increased to \$15,000 (previously \$14,175). This is the primary computer-based data management system utilized by our Communications and Police personnel.
- **Office Equipment & Furniture**—increased by \$1,000 for the replacement of the second of two 24-hour chairs.

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FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

		<i>Actuals</i>	<i>FY'17</i>	<i>Actuals</i>	<i>FY'18</i>	<i>Budgeted</i>	<i>FY'19</i>	<i>Proposed</i>	<i>FY'20</i>
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Subtotals</i>
			<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>
<b>Communications</b>									
Personnel:									
	Payroll		251,313		273,508		284,373		276,163
	Salaries	229,662		247,858		265,023		255,163	
	Overtime	21,651		25,650		19,350		21,000	
	Employer Obligations		19,469		20,091		22,998		21,148
	FICA-Employer	18,263		19,799		20,998		19,148	
	Unemployment Insurance	982		0		1,000		1,000	
	Workers' Compensation	224		292		1,000		1,000	
	Employee Benefits		66,880		68,436		81,405		68,625
	Sick Leave	1,299		1,047		2,500		3,000	
	Health/Dental/Vision Insurance	38,255		39,213		44,605		32,125	
	Life & Disability Insurance	3,072		3,595		4,450		4,750	
	Pension Contributions	23,566		23,698		28,600		27,500	
	Employee Relations	688		883		1,250		1,250	
	Organizational Development		397		225		225		225
	Conferences	0		303		0		0	
	Dues & Subscriptions	22		57		75		75	
	Employee Recruiting	375		375		0		0	
	Seminars & Training	0		0		150		150	
	Subtotal	338,059	338,059	362,770	362,260	389,001	389,001	366,161	366,161



CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

Operations	Actuals Line Items	FY'17 Actuals Subtotals	Actuals Line Items	FY'18 Actuals Subtotals	Budgeted Line Items	FY'20 Budgeted Subtotals	Proposed Line Items	Proposed Subtotals
Communications		2,700		1,423		2,570		2,570
Office Phone Usage	1,167		161		1,000		1,000	
Cell Phone Usage	1,037		863		1,000		1,000	
CJIS Logins	413		399		420		420	
General								
Reimbursements: Mileage/Other	43		0		50		50	
Printing	40		0		100		100	
Service Contracts		13,424		13,934		14,175		15,000
Comm Ctr Svc Cnt	0		0		0		0	
Comm Center(other)	0		0		0		0	
RMS/CAD/Mobile Software	13,424		13,934		14,175		15,000	
Supplies		951		539		2,000		2,000
Comm Ctr Office Supplies	951		539		2,000		2,000	
Equipment M&R		392		277		1,000		1,000
Equipment Repair & Maintenance	392		277		1,000		1,000	
Computer & Technical Support		208		1,081		2,650		4,650
Office Equipment & Furniture	0		897		500		2,500	
Hardware Systems	109		154		1,000		1,000	
Installations, Setup & Support	0		0		150		150	
SW/Hardware New Sys/Apps	99		30		1,000		1,000	
Subtotal	17,675	17,675	17,254	17,254	22,395	22,395	25,220	25,220
<b>Total Communications</b>	<b>355,734</b>	<b>355,734</b>	<b>380,024</b>	<b>379,514</b>	<b>411,396</b>	<b>411,396</b>	<b>391,381</b>	<b>391,381</b>



## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: PUBLIC WORKS

*Specific areas of note within the draft budget.*

#### **Public Works, Personnel**

*(6 full-time employees)*

- Beyond the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.
- We have been down one laborer/driver position for several months. Consistent with our succession plan for the Department Director position, to fill the vacancy with someone who will be trained to lead the department upon the current Director's retirement. Accordingly, we have been spending some time to establish an appropriate job description and the skills, knowledge and abilities that will be needed to fill this role. Having established that, I would like to seek the expertise of a hiring professional to determine the appropriate salary for this new position, which falls outside of the scope of the 2007 Staffing Assessment that established the baseline for our current positions. I plan to seek this salary review within the coming weeks in hopes of filling the position this spring. For now, the budget reflects a starting salary at a Grade 14, at a starting \$51,064 starting salary
- **Contract Labor/Temp Staff**—increased by \$1,000 to reflect anticipated increase in the county's living wage rate. We typically bring in temporary laborers beginning in early October through mid-December to support our annual leaf collection operations.

#### **Public Works, Operations**

- Overall, expenses in this department remain unchanged.
- **Equipment Repair & Maintenance**—in exchange for pushing out the replacement of one of our leaf vacuum machines (defers \$30,000), we will need to perform some maintenance work to prolong the current unit's useful life. Accordingly we have added an additional \$500 to this category to cover this work.

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CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

<b>Public Works</b>									
		<i>Actuals</i>	<i>FY'17</i>	<i>Actuals</i>	<i>FY'18</i>	<i>Budgeted</i>	<i>FY'19</i>	<i>Proposed</i>	<i>FY'20</i>
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Proposed</i>
<b>Personnel:</b>			<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>
	Payroll		402,622		409,979		431,652		430,723
	Salaries	401,911		408,692		430,652		429,723	
	Overtime	711		1,287		1,000		1,000	
	Employer Obligations		36,925		40,626		49,994		49,880
	FICA-Employer	30,071		30,663		32,994		32,880	
	Unemployment Insurance	1,212		581		2,000		2,000	
	Workers' Compensation	5,642		9,382		15,000		15,000	
	Employee Benefits		114,155		121,095		129,912		142,498
	Sick Leave	1,481		1,747		3,000		3,000	
	Health/Dental/Vision Insurance	64,604		70,843		75,328		87,498	
	Life & Disability Insurance	4,873		4,945		5,504		6,200	
	Pension Contributions	42,277		42,394		44,280		44,000	
	Employee Relations	920		1,166		1,800		1,800	
	Temporary Labor		10,361		8,097		12,000		13,000
	Contract Labor/Temp Staff	10,361		8,097		12,000		13,000	
	Organizational Development		159		0		750		750
	Seminars & Training	159		0		750		750	
	Subtotal	564,222	564,222	579,797	579,797	624,308	624,308	636,851	636,851

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

Operations		<i>Actuals</i> <i>Line Items</i>	<i>FY'17</i> <i>Actuals</i> <i>Subtotals</i>	<i>Actuals</i> <i>Line Items</i>	<i>FY'18</i> <i>Actuals</i> <i>Subtotals</i>	<i>Budgeted</i> <i>Line Items</i>	<i>FY'19</i> <i>Budgeted</i> <i>Subtotals</i>	<i>Proposed</i> <i>Line Items</i>	<i>FY'20</i> <i>Proposed</i> <i>Subtotals</i>
	Communications		2,727		2,661		3,000		3,000
	Office Phone Usage	173		445		300		300	
	Cell Phone Usage	2,554		2,216		2,700		2,700	
	Refuse & Recycling		254,493		262,535		297,058		304,360
	Brush	10,539		6,844		22,000		22,000	
	Leaves	7,734		12,348		10,000		10,000	
	Refuse	14,625		21,687		25,000		25,000	
	Contract Collection: Refuse	147,192		147,253		154,741		159,560	
	Contract Collection: Recycling	74,403		74,403		85,317		87,800	
	General		2,949		1,300		2,500		2,500
	Public Works Uniforms	2,949		1,300		2,500		2,500	
	Insurance		4,417		4,491		4,900		4,900
	Public Works Vehicle Ins.	3,999		3,924		4,300		4,300	
	Professional Services		0		0		0		0
	Medicals & Physicals	418		567		600		600	
	Weather Events		8,387		13,735		33,500		33,500
	Weather Events: Labor	5,374		6,910		17,500		17,500	
	Weather Events: Material	3,013		5,273		15,000		15,000	
	Weather Events: Equipment	0		1,552		1,000		1,000	
	Supplies		2,142		2,661		4,000		4,000
	Tools & Supplies	2,142		2,661		4,000		4,000	
	Vehicle Operations		33,320		29,458		41,000		41,000
	Fuel	10,071		11,309		13,000		13,000	
	Parts & Supplies	0		0		4,000		4,000	
	Repairs & Maintenance	23,249		18,149		24,000		24,000	
	Equipment M&R		579		0		500		1,000
	Equipment Repair & Maintenance	579		0		500		1,000	
	Subtotal	309,014	309,014	316,841	316,841	386,458	386,458	394,260	394,260
	<b>Total Public Works</b>	873,236	873,236	896,638	896,638	1,010,766	1,010,766	1,031,111	1,031,111



## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: GENERAL GOVERNMENT

*Specific areas of note within the draft budget.*

#### **General Government, Personnel**

*(5 full time employees, including one contract employee)*

- Beyond the standard increases related to salaries and benefits (see pages labeled 3-1), the remaining personnel expenses in this department remain flat.
- **Conferences**—up \$300 to cover the cost of Village representation at this year's annual convention of the Maryland Municipal League.
- **Dues & Subscriptions**—increased by \$1,500 to reflect actuals (includes shifting \$500 from Seminars & Training). Dues include membership in the Maryland Municipal League and its Montgomery County Chapter, the International City/County Management Association and its Maryland Chapter and the Citizens Coordinating Committee on Friendship Heights.

#### **General Government, Operations**

- **Salaries & Other Benefits**—I have been unsuccessful in finding a qualified individual to fill the Permitting & Code Enforcement position. I referred the job description to other municipal managers who responded that the salary seems low. I am reevaluating how best to proceed.

This position was a result of the 2007 Staffing Assessment and it has been difficult to fill in years prior to our hiring Ellen Sands. Positions in permitting/plan review as well as code enforcement are generally difficult to fill in most governments, but this is made particularly challenging in smaller government operations where what is normally two positions is combined into one. Rather than adjusting the salary, I am evaluating how the position can be modified so that the bulk of the code enforcement responsibilities are performed by our police personnel and the appeal/variance/special permit responsibilities may be maintained by the Municipal Operations Coordinator. No material changes have been made to the budget for FY2020 since this reevaluation is still in process.

- **Payroll Processing**—increased by \$500 due to enhanced features offered by the vendor.
- **Community Events**—the following increases have been reflected to further enhance our series of events, which provide community-gathering and neighbor-relationship development opportunities that are an important part of the

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ccv@montgomerycountymd.gov

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SHANA R. DAVIS-COOK

LEGAL COUNSEL  
SUELLEN M. FERGUSON



community's history and a factor that new residents reference in their desire to move here. To that end, we have proposed the following budget modifications to the following events, totaling an overall increase of \$1,200:

- **Halloween Party**—an increase of \$200 to fund continued enhancements in the *Haunted House*—a popular element of this annual event—and to provide dinner to event volunteers including the panel of costume judges.
- **Winter Holiday Party**—we have increased the budget by a total of \$1,000 to cover the cost of making this a fully-compostable event and to add additional smaller elements such as an additional crafts for kids and to account for increases in catering costs.

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## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: PROFESSIONAL SERVICES

*Specific areas of note within the draft budget.*

#### **Professional Services**

- **Engineers & Other**—as the Board is aware, we have increased our use of civil engineering expertise in the review of public spaces (such as the Buffer) and in the review of Village and private property projects. To accommodate this increasing expense, \$5,000 has been shifted from legal (which continues to track well under budget) to cover our increased use of engineering support. Overall, the budget category will remain at \$100,000 with \$90,000 allocated to legal and \$10,000 to Engineers & Other.

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CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

		<i>Actuals</i>	<i>FY'17</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Proposed</i>	<i>FY'19</i>	<i>Proposed</i>	<i>FY'19</i>
		<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>	<i>Line Items</i>	<i>Subtotals</i>
<b>General Government</b>									
Personnel:									
Payroll			448,731		386,959		465,494		474,824
	Salaries	445,860		381,755		460,994		470,324	
	Overtime	2,871		5,204		4,500		4,500	
Employer Obligations			34,473		28,877		40,116		40,830
	FICA-Employer	31,971		28,223		35,266		35,980	
	Unemployment Insurance	702		420		850		850	
	Workers' Compensation	1,800		234		4,000		4,000	
Employee Benefits			95,616		85,159		122,895		147,076
	Sick Leave	4,248		3,304		4,000		5,000	
	Health/Dental/Vision Insurance	44,275		42,640		65,000		86,776	
	Life & Disability Insurance	4,123		3,855		5,845		6,200	
	Pension Contributions	41,993		34,562		46,550		47,600	
	Employee Relations	977		798		1,500		1,500	
Organizational Development			20,716		32,736		24,500		25,800
	Conferences	3,876		4,483		6,500		6,800	
	Dues & Subscriptions	15,044		15,627		14,000		15,500	
	Employee Recruiting	598		9,934		500		500	
	Temp Labor	1,198		2,692		0		0	
	Seminars & Training	0		0		3,500		3,000	
	Subtotal	599,536	599,536	533,731	533,731	653,005	653,005	688,530	688,530



CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

	<i>Actuals</i> <i>Line Items</i>	<i>FY'17</i> <i>Actuals</i> <i>Subtotals</i>	<i>Actuals</i> <i>Line Items</i>	<i>FY'18</i> <i>Actuals</i> <i>Subtotals</i>	<i>Budgeted</i> <i>Line Items</i>	<i>FY'19</i> <i>Budgeted</i> <i>Subtotals</i>	<i>Proposed</i> <i>Line Items</i>	<i>FY'20</i> <i>Proposed</i> <i>Subtotals</i>
Operations								
Communications		6,958		6,385		8,100		8,100
Office Phone Usage	3,947		3,961		5,000		5,000	
Cell Phone Usage	2,003		1,464		2,100		2,100	
MDT Wireless Service	1,008		960		1,000		1,000	
Community Events		20,338		21,366		26,300		27,500
Halloween	1,317		1,482		1,500		1,700	
Winter Holiday Party	12,893		14,475		14,500		15,500	
Other Community Events	2,788		3,255		8,500		8,500	
Annual Meeting	157		295		200		200	
July 4th	3,183		1,859		1,600		1,600	
General		34,614		25,892		32,850		33,350
Payroll Processing	5,117		5,084		6,000		6,500	
Bank Charges	12,666		0		0		0	
Newsletter	6,417		6,784		8,500		8,500	
Elections	0		0		1,500		1,500	
Books & Publications	0		0		100		100	
Meeting Expenses	157		0		1,500		1,500	
Reimbursements: Mileage/Other	646		754		500		500	
Metered Postage	2,015		2,010		1,500		1,500	
Bulk Permit Postage	4,052		3,725		4,000		4,000	
General Postage	773		520		750		750	
Printing	2,771		7,015		8,500		8,500	

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
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Insurance		31,859		24,753		32,850		32,850
General & Excess Liability	25,125		17,300		24,850		24,850	
Primary Endorsements (LGIT)	0		888		1,000		1,000	
Public Officials	4,596		4,474		5,000		5,000	
Treasury, Fidelity & Crime	2,138		2,091		2,000		2,000	
Professional Services		23,397		17,652		22,500		22,500
Accounting & Audit	16,731		8,850		12,750		12,750	
Legal:Notices	0		0		1,500		1,500	
Website Maintenance & Improvement	6,666		8,802		8,250		8,250	
Service Contracts		8,863		9,201		9,515		9,515
Admin Copier/Fax Service	6,693		7,134		7,100		7,100	
Postage Meter & Scale Rental	816		713		915		915	
Accounting Software Contract	1,354		1,354		1,500		1,500	
Supplies		6,076		3,888		7,500		7,500
Administration Office Supplies	6,076		3,888		7,500		7,500	
Equipment M&R		0		600		600		600
Equipment Repair & Maintenance	0		0		600		600	
Computer & Technical Support		9,729		6,483		14,975		14,975
Office Equipment & Furniture	257		152		625		625	
Software Upgrades	32		0		1,750		1,750	
Hardware Systems	32		0		3,000		3,000	
Data Backup	9,000		6,320		7,500		7,500	
Installations & Setup	0		0		200		200	
Peripherals	108		11		400		400	
SW/Hardware New Sys/Apps	300		0		1,500		1,500	
Subtotal	141,834	141,834	115,620	116,220	155,190	155,190	156,890	156,890
<b>Total General Government</b>	<b>741,370</b>	<b>741,370</b>	<b>649,351</b>	<b>649,951</b>	<b>808,195</b>	<b>808,195</b>	<b>845,420</b>	<b>845,420</b>
<b>Professional Services</b>	<i>Actuals</i>	<i>FY'17</i>	<i>Actuals</i>	<i>FY'18</i>	<i>Budgeted</i>	<i>FY'19</i>	<i>Proposed</i>	<i>FY'20</i>
	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Actuals</i>	<i>Line Items</i>	<i>Budgeted</i>	<i>Line Items</i>	<i>Proposed</i>
		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>		<i>Subtotals</i>
Legal-General Counsel	46,803	46,803	36,864	36,864	95,000	95,000	90,000	90,000
Engineers & Other	15,901	15,901	3,739	3,739	5,000	5,000	10,000	10,000
<b>Total Professional Services</b>	<b>62,704</b>	<b>62,704</b>	<b>40,603</b>	<b>40,603</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Subtotal On Going Operations</b>	<b>4,010,218</b>	<b>4,010,218</b>	<b>3,855,521</b>	<b>3,855,659</b>	<b>4,182,610</b>	<b>4,182,610</b>	<b>4,379,736</b>	<b>4,379,736</b>



## FY2020 FIRST DRAFT BUDGET

### EXPENSE HIGHLIGHTS: FACILITIES, FLEET & INFRASTRUCTURE

*Specific areas of note within the draft budget.*

#### **Village Hall**

- No major adjustments except for a CPI increase of 2% in the Janitorial Services contract line item.

#### **Parks, Trees & Greenspaces**

- **Turf & Shrubs**—increased by \$15,000 to account for the potential replacement of the stands of boxwood along Connecticut Avenue and in the area along Chevy Chase Circle between Magnolia Parkway and Grafton Street. The boxwood have been declining for some time now. Under the direction of the Village Arborist, Dr. Tolbert Feather, we have been actively monitoring the boxwood and carefully pruning and watering to sustain them, however, these efforts have proven to be futile. Dr. Feather and I have been discussing next steps and we anticipate they will need to be replaced in the coming year.

We will need to work with the Village's Parks & Greenspaces Committee and abutting neighbors to determine the appropriate replacement once it is determined that the boxwood will need to be removed. The proposed \$15,000 increase accounts for the need to replace the large square foot area that will need to be replanted with a native species (per the Village's policy).

- **Irrigation Systems**—the irrigation systems surrounding the Village Hall and in the Buffer have required increased repair work in recent years due to age. While the system itself is reliable, these repairs have necessitated an increase in the budget by \$2,000 (increased by \$2,800 in FY2019). We maintain a service and maintenance plan for the irrigations systems and this spring Ellen Sands will be working with the company to establish a long-term plan for the system.
- **Tree Program**—\$5,000 was moved from Pest & Disease Control to Routine Pruning to account for an increase in pruning maintenance as recommended by Dr. Feather.
- All remaining expenses remain unchanged.

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CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

<b>Facilities, Fleet &amp; Infrastructure Village Hall</b>	<b>Actuals Line Items</b>	<b>FY'17 Actuals Subtotals</b>	<b>Actuals Line Items</b>	<b>FY'18 Actuals Subtotals</b>	<b>Budgeted Line Items</b>	<b>FY'19 Budgeted Subtotals</b>	<b>Proposed Line Items</b>	<b>FY'20 Proposed Subtotals</b>
Systems & Structures		6,655		2,920		17,500		17,500
Building:Systems & Structures	4,173		0		10,000		10,000	
Building:Repair & Maintenance	1,983		455		3,000		3,000	
Building:Finshes/Public	499		2,465		4,500		4,500	
Insurance		1,500		2,150		2,375		2,475
Boller	0		0		275		275	
Property (LGIT)	1,500		2,150		2,100		2,200	
Service Contracts		42,163		47,752		42,292		43,396
Janitorial Services	24,980		26,527		29,792		30,536	
Security Cameras	2,922		3,071		3,000		3,360	
Generator	1,657		629		1,500		1,500	
Heating & Air Conditioning	12,604		17,525		8,000		8,000	
Supplies		3,685		2,796		4,450		4,450
Consumables:Building	3,685		2,796		4,200		4,200	
Small Tools & Supplies	0		0		250		250	
Utilities		37,956		31,664		38,000		38,000
Building Electricity	22,576		21,812		22,000		22,000	
Gas	6,146		6,150		9,000		9,000	
Water & Sewer	9,234		3,702		7,000		7,000	
Equipment M&R		0		0		0		0
Equipment Repair & Maintenance	0		0		0		0	
Subtotal	91,959	91,959	87,282	87,282	104,617	104,617	105,821	105,821

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'18 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'19 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'20 Proposed Subtotals</i>
<b><i>Parks, Trees &amp; Greenspace</i></b>								
Communications		7,725		7,734		8,250		8,250
Emergency Phones	2,601		3,053		1,450		1,450	
Security Cameras/Contracts/Phones	5,124		4,681		6,800		6,800	
Grounds & Amenities		38,139		51,296		48,000		63,000
Fixtures, Accessories & Fence	3,010		16,873		5,000		5,000	
Turf & Shrubs	1,681		2,096		2,000		17,000	
Landscape Maintenance Services	29,958		27,661		30,000		30,000	
Belmont Buffer M&R	3,490		3,416		6,000		6,000	
Landscape Design	0		0		0		0	
Western Grove Park Maintenance	0		1,250		5,000		5,000	
Service Contracts		5,666		5,001		5,388		7,388
Pest Control Services	1,096		1,137		1,388		1,388	
Irrigation Systems	4,570		3,864		4,000		6,000	
Supplies		27		250		250		250
Small Tools & Supplies	27		0		250		250	

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
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Tree Program		109,415		98,928		146,500		146,500
Inspections	23,641		19,560		25,000		25,000	
Planting Program/Tree Stock	10,848		8,520		7,000		7,000	
Young Tree/Task Specific	0		0		500		500	
Routine Pruning	43,200		61,625		60,000		65,000	
Fertilization/Root & Ground Work	0		0		1,000		1,000	
Pest & Disease Control	130		0		10,000		5,000	
Dutch Elm Disease Prevention	1,604		0		5,000		5,000	
Removals	24,685		4,860		25,000		25,000	
Reforestation Program	200		175		7,000		7,000	
Stump Grinding & Hauling	5,107		4,188		5,500		5,500	
Arborist 2	0		0		500		500	
Utilities		3,047		1,750		4,100		4,100
Buffer Path Lights	3,047		2,935		3,600		3,600	
Buffer Water	0		0		500		500	
Equipment M&R		0		500		500		500
Equipment Repair & Maintenance	0		0		500		500	
Subtotal	164,019	164,019	165,894	165,459	212,988	212,988	229,988	229,988

**Lights**

	<i>Actuals Line Items</i>	<i>FY'17 Actuals Subtotals</i>	<i>Actuals Line Items</i>	<i>FY'18 Actuals Subtotals</i>	<i>Budgeted Line Items</i>	<i>FY'19 Budgeted Subtotals</i>	<i>Proposed Line Items</i>	<i>FY'20 Proposed Subtotals</i>
Utilities		28,882		31,942		40,000		40,000
Street Lights-Utility	28,882		31,942		40,000		40,000	
	28,882	28,882	31,942	31,942	40,000	40,000	40,000	40,000
<b>Subtotal Facilities, Fleet &amp; Infrastructure</b>	284,860	284,860	285,118	284,683	357,605	357,605	375,809	375,809

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

**Capital Equipment Purchases**

Department/Category								
General Government		6,900		0		0		0
Equipment Purchases	0		0		0		0	
Vehicle Purchases	0		0		0		0	
Computer Servers	0		0		0		0	
Website Redesign	6,900		0		0		0	
Police		0		0		0		0
Phone Recording Systems	0		0		0		0	
New Technology		4,908		3,539		111,000		128,000
Radio Upgrades	0		0		0		0	
Vehicle Purchases	0		0		91,000		108,000	
Public Safety Technology	4,908		3,539		20,000		20,000	
Mobile Data Terminals	0		0		0		0	
Communications		0		0		0		0
Equipment Purchases	0		0		0		0	
Public Works		47,898		152,819		0		0
Garage & Bays	0		0		0		0	
Equipment Purchases	4,200		0		0		0	
Vehicle Purchases	43,698		152,819		0		0	
Subtotal	59,706	59,706	156,358	156,358	111,000	111,000	128,000	128,000

CHEVY CHASE VILLAGE  
FY2020 CONSOLIDATED BUDGET  
FIRST DRAFT - Budget Work Session 2/25/2019

**Capital and Special Projects**

Street Light Upgrades	0	0	0	0	10,000	10,000	10,000	10,000
Street maintenance	96,963	96,963	102,436	102,436	50,000	50,000	50,000	50,000
Buffer Area Sidewalk Replacement			73,400	73,400	0	0	0	0
Municipal Storm Drain System			0	0	15,000	15,000	100,000	100,000
Sidewalk Maintenance	1,712	1,712	0	0	3,500	3,500	3,500	3,500
Brookville Road Park Development			121,430	121,430	0	0	0	0
Village Hall Sidewalk, P/W Yard Fence Wall Rep.			94,624	94,624	0	0	0	0
Historical Society Donation			15,000	15,000				
Subtotal	98,675	98,675	406,890	406,890	78,500	78,500	163,500	163,500
<b>Subtotal Capital Projects</b>	<b>158,381</b>	<b>158,381</b>	<b>563,248</b>	<b>563,248</b>	<b>189,500</b>	<b>189,500</b>	<b>291,500</b>	<b>291,500</b>
<b>Total Expenses</b>	<b>4,453,459</b>	<b>4,453,459</b>	<b>4,703,887</b>	<b>4,703,590</b>	<b>4,729,715</b>	<b>4,729,715</b>	<b>5,047,045</b>	<b>5,047,045</b>